



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 6000.2
Effective Date: July 22, 2004
Expiration Date: November 17, 2004**

Responsible Office: Office of Logistics Management

SUBJECT: Incoming and Outgoing Shipments

1. SUMMARY

This directive sets forth policy for handling material shipped to or from the Langley Research Center (LaRC).

2. POLICY

- a. Ensure that all incoming shipments are processed in accordance with established policies and procedures.
- b. Ensure that all outgoing shipments are tendered in the most economical and efficient manner and in accordance with established policies and procedures.
- c. Ensure that all shipments of outgoing and incoming property loans are identified
- d. Ensure that all shipments related to contracts and grants are signed by the appropriate official.
- e. Ensure that all outgoing shipments to foreign destinations comply with U. S. export control laws, regulations, and NASA export control policy.

3. RESPONSIBILITIES

- a. Supply Systems Analyst, Office of Logistics Management (OLM)

Serve as contract oversight for all inbound shipping functions, ensuring that all incoming shipments are inspected, documented, and reconciled with NASA Langley Form (LF) 125, "Purchase Request/Purchase Order (PR/PO)," grant, or contract.

- b. Transportation Officer, OLM

Serve as contract oversight for all outbound shipping functions, ensuring that all outbound shipments are properly documented on NASA LF 52, "Shipping/Transfer Document," and NASA LF 52B, "Shipping Document for Noncontrolled Property," in accordance with all references listed within.

NOTE: Originator's organization will bear all costs for prepaid shipments

- c. Export Administrator, Technology Commercialization Program Office (TCPO)

Serve as the compliance official for all Center activities involving U. S. export control laws and regulations.

4. GENERAL

- a. NASA LF 52B is primarily used for non-controlled property and small packages.
- b. NASA LF 52 is used for shipping property under warranty, on contract, grant, or loan.
- c. Organizations receiving incoming site-delivered shipments of controlled equipment shall contact the OLM to ensure appropriate inspection and receipt of material.

5. EXCEPTIONS

- a. Classified Material

Contact OLM, extension 43540, for instructions at least 1 day prior to the shipment date.

- b. Shipments to Wallops Flight Center

Notify OLM, extension 43540, a minimum of 5 working days in advance.

- c. Exempt Shipments

The provisions of this directive do not apply to the following:

- (1) Incoming and outgoing shipments of publications by the Library and Media Services Branch, unless a Government Bill of Loading (GBL) is required.
- (2) Property fabrication or instrument repair by contract in the local area.
- (3) Material being returned under contract rejection procedures.
- (4) Excess property being disposed of by OLM.
- (5) Shop orders for Fabrication Technology.

6. REFERENCES

- a. NPR 4100.1D "NASA Materials Inventory Management Manual."
- b. NPR 4200.1E, "NASA Equipment Management Manual."

- c. NPR 4200.2B, " Equipment Management Manual for Property Custodians."
- d. NPD 6000.1, "Transportation Management."
- e. NPR 6000.1E, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- f. LPR 1710.7, "Use and Handling of Explosives and Pyrotechnics."
- g. LPR 1710.12, "Potentially Hazardous Materials."
- h. LPR 5000.2, "Procurement Initiator's Guide."
- i. LAPD 6000.1, "Transportation Services."

7. RECISION

LAPD 6000.2, dated November 17, 1999.

Jeremiah F. Creedon
Director